

**NURSING HOME ADMINISTRATOR EXAMINING BOARD
ROOM 180, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: CLETUS J. HANSEN (608-266-5439)
THURSDAY, DECEMBER 19, 2002
9:30 A.M.**

AGENDA

1. **CALL TO ORDER**
 - a. Declaration of Quorum
2. Adoption of Agenda
3. Approval of Minutes (6/20/02)
4. Election of Officers
5. Administrative Report
 - a. Cletus Hansen, Bureau Director
 - i. Board Roster
 - ii. 2003 Meeting Dates
 - iii. To-Do List
 - iv. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
 - v. To-Pass Folder
 - vi. Service and Budget Committee
6. Legislative Update
 - a. AB 427, Requirements that Apply to a Person Taking the Examination for a Nursing Home Administrator License
 - b. Timeline on Senate Confirmation
 - c. Others, If Any
7. Administrative Rules Update
8. Examination Issues

-OVER-

**We invite you to attend any of the Board meetings by telephone, especially if the weather is bad.
Please call Roxanne at 608-266-5521 and indicate the phone number
at which you would like to be called.**

9. Board Member Activity
 - a. BQA Industry Advocacy Meetings
10. National Association of Boards of Examiners of Long Term Care Administrators
 - a. NAB Correspondence
11. Miscellaneous Correspondence/Information
 - a. STL Today News
 - b. The New Newsletter of Continuing Care Accreditation Commission
12. New Business
13. Memorandum of Agreement with DHFS
14. Monitoring of Continuing Education
15. **CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.**
 - a. Case Closings and Case Status Report
 - i. Review All Open Cases with DOE
 - b. Deliberation on Proposed Disciplinary Stipulations or Decisions Submitted After Preparation of Agenda, If Any
 - c. Pending Applications
 - d. Examination Issues, Review of Exam Question Performance
 - e. Monitoring Report
 - i. Vincent Bergstrom (Milwaukee, WI)
 - ii Rolf Donhowe (Glenwood City, WI)
16. **RECONVENE TO OPEN SESSION**
17. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate
18. Other Such Items as Authorized by Law
19. **ADJOURNMENT**

SCREENING PANEL
NURSING HOME ADMINISTRATORS EXAMINING BOARD
ROOM 180, 1400 EAST WASHINGTON AVENUE, MADISON, WI
THURSDAY, DECEMBER 19, 2002
9:00 A.M.

1. Call Open Session to Order
2. Convene To Closed Session to consider discipline (s. 19.85(1)(B), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
 - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment